

OFFICE SPACE

Mr. Kent Criswell

AS21

Office Space

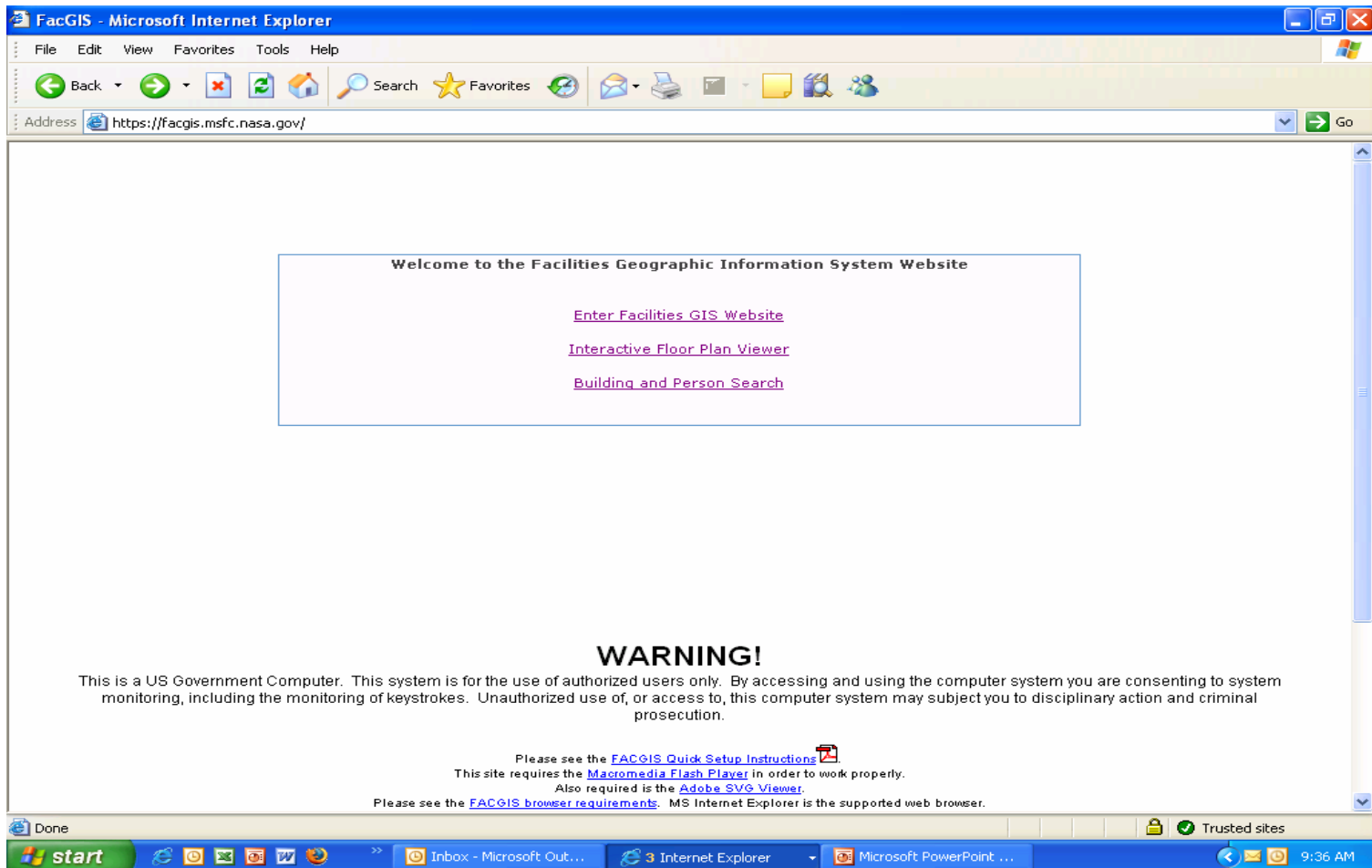
- **MSFC Office Space Allocation**
- **How Do I Plan Space?**
- **How Do I Request Space?**

Office Space

- **Environment is very important**
- **Goal is to accommodate all employees w/ desired space**
- **Assure space is available before badging process begins.**

Space Planning

<https://facgis.msfc.nasa.gov/>



Interactive Floorplan Viewer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://facgis.msfc.nasa.gov/viewers/SVGViewer2.cfm?buildingNumber=4200&buildingFloor=1> Go

Interactive Floorplan Viewer - Bldg: 4200 Floor: 1

Floor Layer Control

----Select Building----

Building Go

Select Floor

[Static Floorplan Viewer](#) ☒ Occupant Names On

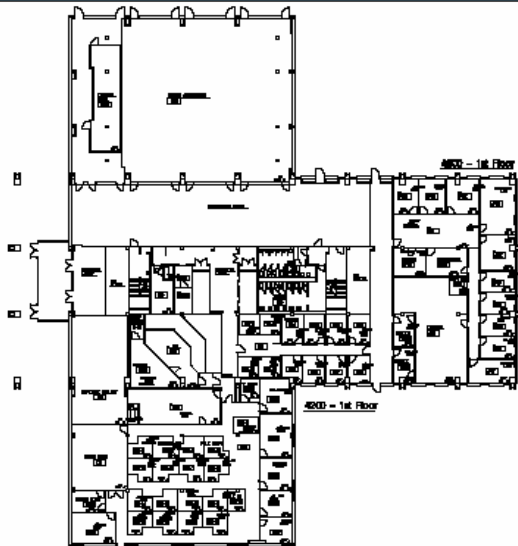
[Views](#)

Searches

Color Coding

Building Reports

Center Reports



Bldg: 4200 Floor: 1 Room:

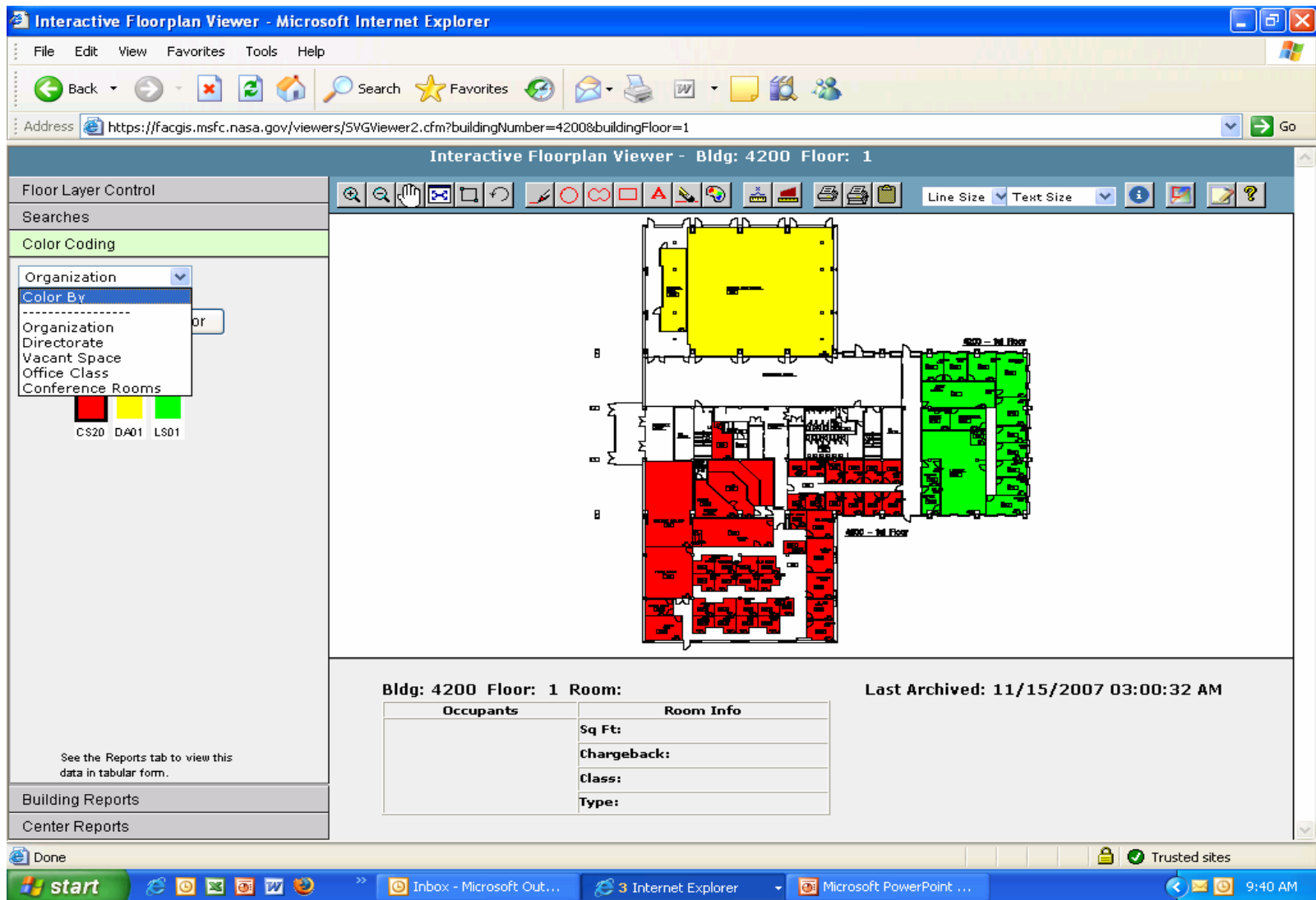
Occupants	Room Info
	Sq Ft:
	Chargeback:
	Class:
	Type:

Last Archived: 11/15/2007 03:00:32 AM

Done Trusted sites

start

Inbox - Microsoft Out... 3 Internet Explorer Microsoft PowerPoint ... 9:33 AM



How to Request Space

- **See Your Space Utilization Representative Who Sends Request to Facilities Work Control Desk**
- **Request Should Identify Number of People, Type of Space, and Length of Time Required**
- **AS21 Evaluates Request on Several Factors**
 - **Space Utilization Agreements**
 - **Standards**
 - **Availability**
 - **Civil Servant/Contractor Make-Up**
- **If Approved, Request Goes to Move Coordinator to Schedule Move**

Contacts

- **Questions?**
- **Please Contact**
 - **Organization Space Utilization Representative**
 - **Mr. Jimmy Cobb, 544-6906**
 - **Mr. Kent Criswell, 544-6421**